



State of New Hampshire
Department of Health & Human Services
Division of Public Health Services
Radiological Health Section
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For Department Use Only	
Approved _____	Rejected _____
Reason _____	
Date _____	
Check No. _____	
Fee Received _____	

Certificate Registrant ID# _____

Application for Registration as a Provider of Radiation or MRI Machine-Related Services

1. Registrant: (Responsible Legal Entity – business name must be registered with the Secretary of State’s Office – Corporation Division)

Name: _____
 Physical Address: _____
 City/Town & State/Zip: _____
 Telephone: (____) _____ Ext. _____ Fax: (____) _____
 Mailing Address: _____
 City/Town & State/Zip: _____
(Please complete mailing address if different from physical address)

Corporate Entity Individual

2. Contact Information:

Name of Contact Person and Title: _____
 Telephone: (____) _____ Ext. _____ Fax: (____) _____
 Email Address: _____

3. Services Offered: (Please Check All Services Provided)

- Radiation Therapy Physicist [He-P 4047.04 (k)].
- Calibration and compliance surveys of radiation therapy units.
- Installation and servicing of radiation or MRI machines.
- Installation and servicing of therapeutic radiation machines.
- Installation and servicing of radiation machines for other use and associated radiation or MRI machine components.
- Radiation protection consultation or surveys.
- Design of shielding or access controls for diagnostic facilities.
- Design of shielding or access controls for therapeutic facilities.
- Design of shielding or access controls for other facilities.
- Calibration of radiation or MRI machines, measurement instruments, or radiation devices.
- Personnel Dosimetry Services.
- Distributor or Sales of radiation or MRI machines.

4. Applicants registering under He-P 4040.07 shall also provide the following:

- A description of the minimum education, training, and experience that the applicant will require of each individual who will provide services under this registration as described in He-P 4040.07.
- A complete list of all individuals who will be providing services in New Hampshire under this registration.
- A description of the measuring instruments to be used for the type of service to be provided and the frequency of calibration of those instruments.

5. \$125.00 Service Provider Registration Fee: Enclosed (payable to: **State of New Hampshire, Treasurer**)

6. Attestation: I certify that the applicant (1) understands and shall follow the relevant requirements of the New Hampshire Rules for the Control of Radiation (He-P 4000) applicable to the types of servicing or services to be provided under this registration and (2) shall adhere and require adherence to them and good radiation safety practices.

Date of Application: _____

Signature of Management or Representative

Printed Name and Title of Management or Representative

Preliminary Information

Effective June 25, 2015, He-P 4040, “Registration of Radiation Machines, Magnetic Resonance Imaging Machines and Providers of Services,” and He-P 4070, “Fees for Certificates of Registration, Radioactive Material Licenses, and Other Regulatory Services” of the **New Hampshire Rules for the Control of Radiation** (NHRCR) were revised and adopted.

He-P 4040.07 Application for Registration of Servicing and Services of the NHRCR continues to require that persons offering services related to radiation (e.g., x-ray machines, accelerators, etc.) or MRI machines in New Hampshire must register with the state’s Radiological Health Section (Agency). By “persons” the rules mean individuals registering as such or entities like corporations, professional associations (PAs), limited liability companies (LLCs), partnerships, etc. The legal entity taking responsibility should register. The revision to Part He-P 4040.07 is as follows:

He-P 4040.07 Application for Registration of Servicing and Services.

(a) Each person who is engaged in the business of installing radiation or MRI machines, or is engaged in the business of furnishing or offering to furnish radiation or MRI machine servicing or services as described in He-P 4040.07(b) shall apply for registration with DHHS/RHS prior to furnishing or offering to furnish such services.

(b) Application for registration of persons providing servicing or services shall be made on FORM DHHS/RHS SP “Application for Registration as a Provider of Radiation or MRI Machine-Related Services” (May, 2015) provided by DHHS/RHS.

(c) The applicant shall specify each applicable type of service being offered, choosing from the following:

(1) Therapy unit services as follows:

- a. Radiation therapy physicist as required by He-P 4047.04(k); or
- b. Calibration and compliance surveys of radiation therapy units;

(2) Installation and servicing of radiation or MRI machines, therapeutic radiation machines or radiation machines for other use and associated radiation or MRI machine components;

(3) Radiation protection consultation or surveys;

(4) Design of shielding or access controls for diagnostic, therapeutic or other facilities;

(5) Calibration of radiation or MRI machines, measurement instruments, or radiation devices;

(6) Personnel dosimetry services; or

(7) Distribution or sales of radiation or MRI machines.

(d) Each person applying for registration under He-P 4040.07 shall also provide the following:

(1) A description of the minimum education, training, and experience that the applicant will require of each individual who will provide services under this registration, as follows:

- a. For installers, relative to radiation safety and any applicable federal or state regulations pertaining to the manufacture, assembly, installation, acceptance and quality control testing, and functioning of radiation or MRI machines; and

b. For radiation protection consultants and designers of shielding and access controls, relative to radiation safety and protection, including radiation surveys and measurement, instrumentation, shielding, and radiation protection engineering; and

c. For qualified experts, the individual shall:

1. Be certified in the appropriate field by the American Board of Radiology, the American Board of Health Physics, the American Board of Medical Physics or the American Board of Nuclear Medicine Science; or

2. Hold a master's or doctoral degree in physics, biophysics, radiological physics, health physics, or medical physics and have completed one year of documented, full time training in the appropriate field and also one year of documented, full time work experience under the supervision of a qualified expert in the appropriate field. To meet this requirement, the individual shall have performed the tasks required of a qualified expert during the year of work experience; or

3. Receive approval from DHHS/RHS for specific activities if he or she has:

a. A bachelor's degree in physics, biophysics, radiological physics, health physics, or medical physics; and

b Completed 6 years of documented full time training and work experience in the appropriate field;

(2) A complete list of all individuals who will be providing services in New Hampshire under this registration;

(3) A description of the measuring instruments to be used for the type of service to be provided and the frequency of calibration of those instruments; and

(4) An attestation, signed and dated by the applicant, or management representative stating: "I certify that the applicant (1) understands and shall follow the relevant requirements of the New Hampshire Rules for the Control of Radiation (He-P 4000) applicable to the types of servicing or services to be provided under this registration and (2) shall adhere and require adherence to them and good radiation safety practices."

(e) No registered service provider shall perform services that are not specifically stated on the certificate of registration issued by DHHS/RHS.

(f) DHHS/RHS shall issue a certificate of registration provided that the requirements of He-P 4040.07 and the fee required by He-P 4070.06 have been met.

(g) The registered service provider shall retain the certificate of registration until it expires.

(h) Registration is renewable as described in He-P 4040.09.